

Advisory Councils and Associated Recreation Council (ARC)

Announcement for Job Opportunity as:

Child Care Program Administrator

Closing Date: December 30th 2005 at 12pm

Position Type: A 12 month position

Program: BIG BLAST – A leader in before and after school programming.

Position:

Child Care Program Administrator Minimum Age: 21 \$15.00 to \$20.00 per hour

Location: Bitter Lake Community Center - Annex
13040 Greenwood Ave. N.
Seattle, WA. 98133

Hours: 40 hours per week .

Total Openings: One

Duties: Provide recreation programs, leisure time activities, and special events indoor and outdoor for youth ages 5 to 14 years during the year. Further duties may include some overnight camps, and candidates maybe required to work evenings or irregular work shifts.

Requirements: Child Care Program Administrator must have at least 30 college credits in Early Childhood Development, Elementary Education, Social Work, or other child-related fields including, but not limited to Art, Music, Dance, relevant to school age children, Recreation or Leisure Time Activities, Physical Education, Psychology, Social Services, Nutrition or Home Economics. Education may be substituted by providing evidence of ability to perform the tasks through a combination of education, training or experience. All positions must have a current First Aid/CPR; TB Test, Food Handlers Permit, and HIV/Blood Borne Pathogens certification. Child Care Program Administrator must have a current Washington State driver's license and proof of private auto insurance. All positions must be able to pass a Washington State criminal background check and a DSHS background check. Employees in these job titles are required to complete and meet all DSHS requirements for child care programs. Knowledge and experience in leading games, crafts, group projects, and organized activities for youth is required for all positions.

How to Apply: Send a letter of application and a resume to:

Zach Wilson
Bitter Lake Child Care Program
13035 Linden Ave. N.
Seattle, WA 98133-7560
or Fax: (206) 684-0858
or Email: bitterlake.childcare@seattle.gov

Advisory Councils and Associated Recreation Council (ARC)

Announcement for Job Opportunity as:

Child Care Assistant Program Administrator

Closing Date: December 30th 2005 at 12pm

Position Type: School Year Only

Program: BIG BLAST – A leader in before and after school programming.

Position:

Child Care Assistant Program Administrator Minimum Age: 21 \$10 to \$15 per hour

Location: Bitter Lake Community Center - Annex
13040 Greenwood Ave. N.
Seattle, WA. 98133

Hours: 20+ per week .

Total Openings: One

Duties: Provide recreation programs, leisure time activities, and special events indoor and outdoor for youth ages 5 to 14 years during the year. Further duties may include some overnight camps, day camps during school vacations, and candidates maybe required to work evenings or irregular work shifts.

Requirements: Child Care Assistant Program Administrator must have at least 30 college credits in Early Childhood Development, Elementary Education, Social Work, or other child-related fields including, but not limited to Art, Music, Dance, relevant to school age children, Recreation or Leisure Time Activities, Physical Education, Psychology, Social Services, Nutrition or Home Economics. Education may be substituted by providing evidence of ability to perform the tasks through a combination of education, training or experience. All positions must have a current First Aid/CPR; TB Test, Food Handlers Permit, and HIV/Blood Borne Pathogens certification. Child Care Assistant Program Administrator must have a current Washington State driver's license and proof of private auto insurance. All positions must be able to pass a Washington State criminal background check and a DSHS background check. Employees in these job titles are required to complete and meet all DSHS requirements for child care programs. Knowledge and experience in leading games, crafts, group projects, and organized activities for youth is required for all positions.

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